



COMMONWEALTH of VIRGINIA

Department for the Aging

Jay W. DeBoer, J.D., Commissioner

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COMMONWEALTH of VIRGINIA

Department for the Aging

Jay W. DeBoer, J.D., Commissioner

MEMORANDUM

TO: Directors
Area Agencies on Aging

FROM: Bill Peterson

DATE: September 9, 2003

SUBJECT: **Anniversary of September 11th**

The third anniversary of the September 11, 2001 (9/11), disaster is approaching. For some individuals, memories of this traumatic event could mean a return of grief, anxiety, anger, flashbacks, and fear. On a more positive note, this anniversary also could be an opportunity for emotional healing.

The Substance Abuse and Mental Health Services Administration's (SAMHSA) Center for Mental Health Services (CMHS) supports programs to assist individuals in times of crisis. Below you will find a reference, and a link, to details about these programs and services, along with other new resources available to you for September on the National Mental Health Information Center's web site (<http://www.mentalhealth.samhsa.gov/>).

COMMONWEALTH of VIRGINIA

Department for the Aging

Jay W. DeBoer, J.D., Commissioner

September 9, 2003

MEMORANDUM

TO: Executive Directors
Area Agencies on Aging

FROM: Tim M. Catherman
Deputy Commissioner, Support Services

RE: 2004 State Holiday Schedule

The Virginia Department of Human Resource Management has issued the holiday schedule for 2004. The following days have been designated state holidays.

Thursday, January 1 - New Year's Day
Friday, January 16 - Lee-Jackson Day
Monday, January 19 - Martin Luther King, Jr. Day
Monday, February 16 - George Washington's Birthday
Monday, May 31 - Memorial Day
Monday, July 5 - Independence Day (observed)
Monday, September 6 - Labor Day
Monday, October 11 - Columbus Day and Yorktown Victory Day
Thursday, November 11 - Veterans' Day
Thursday, November 25 - Thanksgiving Day
Friday, November 26 - Day After Thanksgiving
Friday, December 24 - Christmas Day (observed)
Friday, December 31 - New Year's Day (observed)

The calendar can also be found at www.dhrm.state.va.us. If you have any questions, please call me at (804) 662-9309.

Cc: Jay W. DeBoer, J.D., Commissioner

COMMONWEALTH of VIRGINIA
Department for the Aging
Jay W. DeBoer, J.D., Commissioner

MEMORANDUM

TO: Directors
Area Agencies on Aging

FROM: Bill Peterson

DATE: September 9, 2003

SUBJECT: **Grants Available to Celebrate Dr. King's Birthday**

The Corporation for National and Community Service is awarding grant funds to community organizations interested in hosting events to celebrate Dr. Martin Luther King, Jr.'s birthday in January. These grants could easily cover the cost of some type of event to celebrate King's birthday in conjunction with workshops, a health fair, legal assistance sessions, or other activities related to the celebration. This would be a great way to celebrate Dr. King's birthday, obtain positive PR for your agency, and provide information to older citizens.

The deadline for eGrant applications is Thursday, October 2. For more information, go to: <http://www.nationalservice.org/whatshot/notices.html>

COMMONWEALTH of VIRGINIA

Department for the Aging

Jay W. DeBoer, J.D., Commissioner

MEMORANDUM

TO: Executive Directors
Area Agencies on Aging

FROM: Carol Cooper Driskill

DATE: September 9, 2003

SUBJECT: Grant Opportunity – Communication Strategies & Vision Health

The attached announcement from NIH is about research grant opportunities available to create, develop, and evaluate health communication strategies in the area of vision health. Applications are due November 12, 2003.

Nutrition is one of many factors that can enhance vision health. Joe Carlin at Administration on Aging shared nutrition and aging concerns that may lend themselves to health communication research initiatives:

- The Age-Related Eye Disease Study found that individuals older than 55 should have dilated eye exams and, if found to be at high risk of developing advanced stages of Age-Related Macular Degeneration, should consider taking high doses of antioxidants and zinc.
- The Early Treatment of Diabetic Retinopathy Study found that laser surgery/photocoagulation is a safe and effective means of treating diabetic retinopathy. This potentially blinding disease affects between 40-45 percent of the approximately 10.5 million Americans who have been diagnosed with diabetes.
- The Vitamin A Supplementation for Retinitis Pigmentosa (RP) Study suggested that most adults with the common forms of RP should consider taking a supplement of Vitamin A while under the supervision of an ophthalmologist.

SUBJECT: Grant Opportunity – Communication Strategies & Vision Health
Page 2 of 2

- The National Eye Institute (NEI) Strategic Plan on Reducing Health Disparities has identified several significant health disparities related to vision that may also serve as the bases for health communication research initiatives. There is a substantially higher prevalence and severity of primary open-angle glaucoma in African-Americans than in Whites. Diabetic retinopathy occurs more often and is more severe in Hispanic Americans and African Americans than in Whites. Myopia has a significantly higher prevalence in Asian-Americans, Alaskan Eskimos, and some Native American groups. In glaucoma and diabetic retinopathy, early detection and treatment are proven to help prevent vision loss, but only a fraction of those who would benefit are receiving treatment. These facts strongly argue for improvements in the quantity and quality of eye care services offered to and utilized by different segments of the American population.
- The utilization of rehabilitative services among individuals with disabilities resulting from low vision and blindness is an area that might benefit from health communication research.

I hope you find this information useful.

Request for Applications:
Development of Innovative Approaches to Enhance Vision Health Communication
<http://grants.nih.gov/grants/guide/rfa-files/RFA-EY-03-002.html>

The purpose of this RFA is to encourage the submission of research grant applications that create, develop, and evaluate health communication strategies aimed at translating vision research advances into improved health. Projects should be based on current health communication theory and directed towards disease prevention and health promotion. The National Eye Institute (NEI) seeks investigator-initiated applications using novel methods that reach out to public, public health, or professional audiences. The research should focus on improving utilization of current scientific knowledge in visual disease prevention and treatment in any of the six scientific mission areas of the NEI. It is expected that applications in response to this RFA will be from interdisciplinary teams of health communication experts knowledgeable about strategies, tactics, development, dissemination and evaluation of health information based upon scientific discovery, as well as vision scientists knowledgeable about the visual system.

Applications are due November 12, 2003.

COMMONWEALTH of VIRGINIA

Department for the Aging

Jay W. DeBoer, J.D., Commissioner

MEMORANDUM

TO: Executive Directors
Area Agencies on Aging

FROM: Janet L. Honeycutt
Director of Grant Operations

DATE: September 9, 2003

SUBJECT: 2004 Training Calendar

Attached, please find the revised Training Calendar for 2004.

As I mentioned at the Area Plan Training, we are always open to suggestions from you for different types of training to meet your needs. Just let me know if there is a topic you would like for us to cover.

Let me know if you have any questions.

**VIRGINIA DEPARTMENT FOR THE AGING
2004 TRAINING SCHEDULE
JULY 1, 2003 THROUGH JUNE 30, 2004**

TOPIC	LOCATION	AUDIENCE	CONTACT PERSON	DATE
MIS Paradox System Upgrade Training Title V	Baltimore, MD	NCOA-funded Title V Projects	Pat Cummins	September 8, 2003
AIM Coordinators	Radisson Hotel, Hampton	AIM Coordinators	Leonard Eshmont	September 10, 2003
VICAP	TBA 1 PM – 5 PM	NoVA VICAP Coordinators and Volunteers	VDA Janet Riddick	September 10, 2003
VICAP	TBA 9 AM– 1 PM	NoVA VICAP Coordinators and Volunteers	VDA Janet Riddick	September 11, 2003
Ombudsman Manager Training	J. Sargent Reynolds 9 - 4	Ombudsman	V4A/VDA Joani Latimer/Leonard Eshmont	September 16 & 17, 2003
AAA Nutrition Directors Fall Meeting & Training	Dept. of Forestry Charlottesville	AAA Nutrition Directors	Carol Driskill	September 19, 2003
VICAP	TBA 1 PM – 5 PM	Tidewater Area VICAP Coordinators and Volunteers	VDA Janet Riddick	September 22, 2003
VICAP	TBA 9 AM– 1 PM	Tidewater Area VICAP Coordinators and Volunteers	VDA Janet Riddick	September 23, 2003
Family Legal Planning for Retirement	10 AM – 11:30 AM	Seniors , Caregivers and Professionals dealing with Retirement Issues	Terry Raney	September 25, 2003
VICAP/Medigap Web-Software Training	TBA	VICAP Coordinators and Volunteers	Eshmont/ Riddick	September/ October TBA

**VIRGINIA DEPARTMENT FOR THE AGING
2004 TRAINING SCHEDULE
JULY 1, 2003 THROUGH JUNE 30, 2004**

Family Legal Planning for Seniors	Good Shepherd Baptist Church Richmond	Seniors and those who work with seniors on Retirement Planning	Terry Raney	Saturday, October 4, 2003
VICAP	TBA 1 PM – 5 PM	Southwest Area VICAP Coordinators and Volunteers	VDA - Janet Riddick	October 7, 2003
VICAP	TBA 9 AM– 1 PM	Southwest Area VICAP Coordinators and Volunteers	VDA Janet Riddick	October 8, 2003
National Family Caregiver Support Program (NFCSP)	DRS Richmond 9:30 AM	AAA NFCSP Staff	Ellen Nau	October 21, 2003
Performance Standards & Regulations Training	Roanoke	All Title V Projects	Pat Cummins	October 23 & 24, 2003
Ombudsman Manager Training Recap	Richmond	Ombudsman	V4A/VDA Joani Latimer' Leonard Eshmont	November 7, 2003
Legal Tools to Discourage Abuse of Adults with Disabilities	Lung Association, Richmond 1:30 PM	Disabled adults and those who work with disabled adults	Terry Raney	November 19, 2003
AIM Infomaker / Report Writer Training	Richmond	AIM Administrators	Leonard Eshmont	December 9 & 10, 2003
Title V Annual Spring Workshop	TBA	Title V Coordinators	Pat Cummins	March 1 – April 2, 2004
AIM Coordinators	TBA	AIM Coordinators	Leonard Eshmont	April 1, 2004

**VIRGINIA DEPARTMENT FOR THE AGING
2004 TRAINING SCHEDULE
JULY 1, 2003 THROUGH JUNE 30, 2004**

Managing Stress by Staying Creative (Fee)	Piedmont Geriatric Hospital Burkeville	Congregate Site & Senior Center Managers and Staff	Carol Driskill	April 8, 2004
Managing Stress by Staying Creative (Fee)	Piedmont Geriatric Hospital Burkeville	Congregate Site & Senior Center Managers and Staff	Carol Driskill	April 20, 2004
Area Plan and Reporting Training	Radford	AAA Directors and Key Staff	VDA Staff	April 27, 2004
Area Plan and Reporting Training	Richmond	AAA Directors and Key Staff	VDA Staff	April 28, 2004
I&R/Case Management Training	Richmond	Information and Referral Care Coordination Staff	Faye Cates and Ellen Nau	TBA
Fan Care/Cooling Assistance	Marion	All Fan Care & Cooling Assistance Coordinators	Janet Honeycutt	May 10, 2004
Fan Care/Cooling Assistance	Charlottesville	All Fan Care & Cooling Assistance Coordinators	Janet Honeycutt	May 11, 2004
Fan Care/Cooling Assistance	Fredericksburg	All Fan Care & Cooling Assistance Coordinators	Janet Honeycutt	May 12, 2004
Fan Care/Cooling Assistance	South Hill	All Fan Care & Cooling Assistance Coordinators	Janet Honeycutt	May 13, 2004
Fan Care/Cooling Assistance	Eastern Shore	All Fan Care & Cooling Assistance Coordinators	Janet Honeycutt	May 14, 2004
Financial Management Training	Richmond	AAA Financial Staff	VDA Staff	June 22, 2004
Financial Management Training	Roanoke	AAA Financial Staff	VDA Staff	June 24, 2004
Home Safe Home, Virginia ! and	TBA	AAA Grant Recipients	Carol Driskill	TBA

**VIRGINIA DEPARTMENT FOR THE AGING
2004 TRAINING SCHEDULE
JULY 1, 2003 THROUGH JUNE 30, 2004**

Remembering When				
Safe Food Handling Certification (ServSafe) (Fee)	TBA	AAA Nutrition Staff	Carol Driskill	TBA
Volunteer Liability Issues	TBA	AAA Volunteer Program Directors	Bill Peterson	TBA
Suicide and the Elderly	TBA	AAA Staff	Bill Peterson & Cecily Slasor working with VDH	TBA
Title V Annual Fall Training	TBA	Title V Coordinators	Pat Cummins	TBA

COMMONWEALTH of VIRGINIA

Department for the Aging

Jay W. DeBoer, J.D., Commissioner

MEMORANDUM

TO: Executive Directors
Area Agencies on Aging

FROM: Marsha Mucha
Administrative Staff Assistant

DATE: September 9, 2003

SUBJECT: Commonwealth Council on Aging Meeting Minutes

Attached for your information are the minutes from the June 5, 2003 Commonwealth Council on Aging meeting.

If you have any questions or would like additional information, please let me know.

Commonwealth Council on Aging MEETING MINUTES

June 5, 2003

Virginia Department for the Aging Conference Room

Members Present: Betty M. Bowden
J. W. Burton
Mary Lee Cantor
David Cash
B. N. Chambers, M.D.
Catherine Galvin
Jack Hilton
Judith Koziol
Adolphus Nelum
Suzanne Obenshain
Judi Reid
Shirley Rogers
Barbara Taylor
Erica Wood

Ex-Officio Present: Diana Thorpe, *Department of Medical Assistance Services*

Members Absent: Xavier Richardson
Elvira Shaw
Raymond Spalek
Ella Brown Wright

Ex-Officio Absent: Terry Smith, *Department of Social Services*

Guests: Jill Hanken, *Virginia Poverty Law Center*
Katie Benghauser, *SeniorNavigator*
Debbie Frett, *SeniorNavigator*
Cary Speidell, *SeniorNavigator*
Carter Harrison, *Alzheimer's Association*
Cathy Buck, VCU, *Geriatric Nurse Practitioner*
Kathryn Wiley, *Photographer and Guest of Mrs. Reid*

Staff: Jay W. DeBoer, J.D., *Commissioner*
Tim Catherman, *Deputy Commissioner, Support Services*
Bill Peterson, *Deputy Commissioner, Programs*
Robin Brannon, *Communications Director*
Marsha Mucha, *Administrative Staff Assistant*

Meeting Called to Order

Mr. J. W. Burton, Chairman of the Commonwealth Council on Aging, called the meeting to order at 10:05 a.m. and led everyone in the Pledge of Allegiance.

The minutes of the March 6, 2003 meeting were reviewed and approved as submitted.

Commissioner's Report

Commissioner DeBoer reported that the Department for the Aging (VDA) is in the process of preparing a number of strategic plans for the agency. He noted that these strategic plans are part of a combined effort of the legislature and the Governor to streamline and improve efficiencies and reform government.

As of July 1, Commissioner DeBoer reported that a new agency, the Virginia Information Technology Agency (VITA), would, over time, assume all of the computing and technology functions of state government. He explained that small agencies, like VDA, would be in the first wave to enter into VITA. He noted that VDA is concerned about how this will affect VDA's ability to service the area agencies on aging (AAAs) and other partners as well as provide the reports that the agency is required to file based on accumulated data in a timely fashion.

Commissioner DeBoer announced that a combined Governor's/AARP Conference on Aging will be held at the Koger Select Conference Center on September 25 and 26, 2003. He explained that the Conference is being designed to identify issues in aging and to begin to develop a strategic plan for addressing those issues. Conference participants will be charged with conducting listening sessions around the state based on this strategic plan. Commissioner DeBoer encouraged Council members to attend and support the Conference.

Presentation

Ms. Jill Hanken, a staff attorney with The Virginia Poverty Law Center, thanked the Council for their invitation to come and speak to them on a new initiative within the Medicaid program called the Preferred Drug List or PDL. She noted that she also wanted to inform the Council about other changes within Medicaid that would affect access to prescription drugs for low income and disabled people. The PDL program is targeted to save \$9 million in general funds in the first half-year of implementation and \$18 million in state funds in subsequent years. The implementation date for the program is January 2004.

Ms. Hanken reported that a Pharmacy and Therapeutics Committee would be assigned the task of developing the PDL. DMAS has decided that several categories of drugs would be excluded from the PDL including certain drugs for the treatment of diabetes, Alzheimer's Disease, clotting disorders, HIV/AIDS, cancer, etc.

Other changes that are being made include raising the co-pay on prescription drugs from \$2 to \$3 and requiring preauthorization for the tenth unique prescription drug that an individual requires within a six-month period. The same kind of limitation would be placed on nursing home residents but with a shorter 30-day period.

Ms. Hanken stressed that consumer and provider education about the PDL program would be critical. She noted that consumer advocates are very concerned about the limitations that the PDL could impose on people getting the drugs that are prescribed by their physicians.

A question and answer period followed the presentation. Council members were interested in how they might review the materials and make comments on the program. Mrs. Thorpe

suggested that Council members review the Request for Proposal (RFP) and make comments through the website. She further explained that Council members would be able to make comments on the proposed regulations during the promulgation process.

At the close of the presentation, Dr. Peterson reported that, at the national level, Congress is talking about block granting Medicaid. A proposal is being considered by the National Governor's Association to cap the Medicaid program. Dr. Peterson noted that Governor Warner is now president of the Southern Governor's Association and suggested that the Council should let the Governor know that they are opposed to block granting Medicaid.

Mrs. Wood recommended that the Council send the Governor a letter opposing the capping of Medicaid. Dr. Peterson will email or send to Council members some materials that explain what action Congress might take and how that would negatively impact Virginia's Medicaid program. Council members were encouraged to send individual letters as well. Dr. Peterson will send Council members a copy of the letter from Mr. Burton to the Governor.

Appointment of Nominating Committee

Mr. Burton appointed Mrs. Cantor and Mr. Hilton to serve on the Nominating Committee. Other Council members volunteering to serve were: Mrs. Rogers, Mr. Nelum and Mrs. Wood. Mr. Hilton will chair the Nominating Committee and will present the slate of officers at the Council's September meeting.

Mr. Hilton requested that each Council member provide a copy of his or her resume to Ms. Marsha Mucha by August 1 for the Nominating Committee's use. Dr. Peterson will develop a form that will be sent to all Council members for this purpose.

Legislative Committee

Mrs. Suzanne Obenshain, Chairman of the Legislative Committee, asked for guidance from the Council concerning their legislative platform for the 2004 General Assembly session. There was general discussion concerning issues that might be adopted by the Council for the legislative platform which included:

- Continuing request for transportation and ombudsman funding
- Supporting of the virtual Alzheimer's Center
- Restoring funding to the Virginia Center on Aging
- Supporting "visitability" in housing
- Requesting formation of a data warehouse or data bank for aging services and information

Mrs. Obenshain asked that ideas and requests for legislative proposals be sent to her by August 1, so that the Legislative Committee could meet and have a proposal together by the September meeting.

Public Relations Committee

Mrs. Barbara Taylor, Chairman of the Public Relations Committee, reported on the following committee activities:

- The pocket card that will be used for legislative education is under development. The card will contain statistics and information about the aging population in Virginia and the anticipated growth in the need for services and funding in the future. Since this is election year for members of the General Assembly, the card will be sent to everyone running for those seats.
- The Annual Report will probably follow the same format as last year.
- The Public Relations Committee is partnering with SeniorNavigator to add Council information, VDA website links, activities and articles to the SeniorNavigator website. The VDA website is: www.aging.state.va.us and the SeniorNavigator website is: www.seniornavigator.com.
- The Public Relations Committee, along with the Council's subcommittee for Community Based Services and Support for Caregivers, is discussing developing strategies to educate physicians and their staff about the advantages of community based in-home services and alternatives to institutionalized care.

Miss Robin Brannon introduced 5 new Tips for Independent Living brochures that were produced in cooperation with the Virginia Assistive Technology System (VATS). She reported that a supply of the brochures has been sent to the AAAs, the VATS sites and to the AARP. Miss Brannon also introduced the Virginia Energy Choice Low Literacy brochure and an updated copy of the tax relief fact package.

The Public Relations committee will meet at 9:00 a.m. directly before the September Council meeting. [Note: The Public Relations Committee's next meeting will take place on Friday, August 22nd at Mrs. Taylor's house in Culpeper, Virginia]

Planning and Development Committee

Mr. Jack Hilton, Chairman of the Planning and Development Committee, asked subcommittee chairmen for brief reports of their work on the Strategic Plan for Aging in Virginia.

- **Transportation-Reported by Mr. Hilton.** Transportation is considered the highest priority. Each Council member was challenged to survey critical unmet needs in transportation within his/her community and to meet with community leaders and/or commercial sources to brainstorm steps that might be taken to improve transportation services. Mr. Hilton asked Council members to report back to the subcommittee.
- **Housing – Reported by Mrs. Wood.** The subcommittee is exploring the idea of hosting an aging tract at the Governor's housing conference to be held in November. The subcommittee is also exploring the possibility of creating several brochures on choosing assisted living, home modification and the home modification tax credit. They are also looking at ways to promote the concept of "visitability", expanded roles for housing service coordinators and home equity conversion. Long-term, the subcommittee would like to see all of the stakeholders concerned with housing for older Virginians together in a statewide conference on housing for older Virginians. As a result of today's discussion,

the subcommittee will explore the possibility of including a housing tract at the Governor's/AARP Aging Conference.

- **Community Based Services/Support for Caregivers – Reported by Mrs. Koziol.** The subcommittee has invited Stacy Seltzer from Senior Connections to participate on the subcommittee and to make a presentation on their programs. The subcommittee will also be inviting other AAAs and the Virginia Center on Aging to make educational presentations in an effort to determine the public's awareness of existing services and programs. The subcommittee will also research best practices from around the country. As discussed earlier, the subcommittee will work with the Public Relations Committee to develop strategies to educate physicians and their staff about the advantages of community based in-home services and alternatives to institutionalized care. The subcommittee would also like to work with the Public Relations Committee on a media campaign for employers so that they can recognize the needs of employees who are caregivers. The subcommittee will also enlist the help of all Council members by asking them to expand their knowledge of and advocacy in their local community agencies.
- **Opportunities for Older Persons to Contribute to the Community – Reported by Mrs. Galvin.** The subcommittee is recommending combining this subcommittee with the Planning for Successful Aging subcommittee. The subcommittee has outlined four specific tasks: 1) discover incentives for AAAs to use the time and talents of older volunteers and examine innovative projects; 2) schedule a presentation from the Office of Volunteerism to investigate volunteer opportunities and how seniors may become involved; 3) advocate for expansion of retired and senior volunteer programs in Virginia; and, 4) coordinate with the Virginia Department of Education to provide seniors with the opportunity of assisting children in preparing for the Standards of Learning (SOLs) testing.

One of the subcommittee's assignments was to investigate model-training programs for organizations that are recruiting volunteer drivers and look at the insurance issues involved when recruiting volunteer drivers. A video is available through Oregon and the subcommittee is going to look at working with Terry Smith from the Department of Social Services to make that available to organizations that have volunteers who are driving.

- **Plan for Successful Aging – Reported by Mrs. Bowden.** The subcommittee would like to see improvement in the quality and expanded funding for in-home and congregate meals. Dr. Peterson explained that the participation rate for congregate meal programs is dropping. He noted that the Council might want to consider hosting focus groups with older Virginians to find out how congregate meal programs could be better marketed.

The subcommittee will ask a representative from AARP to join the subcommittee and will work with AARP to explore ways the Council may help with distribution of AARP materials.

The subcommittee is also planning to write letters to the appropriate departments to see how the Council might work to encourage seniors to take advantage of existing exercise programs and on ways they can improve their overall health. The subcommittee will

work with the AAAs to hold a statewide walk-a-thon. Dr. Peterson will send the subcommittee information he has about “Walk Across Virginia”, which is targeted to older Virginians.

The subcommittee will advocate for a positive information program on the attributes of older citizens to contribute to their communities and they will explore the possibility of adding volunteer opportunities to the VDA website. The subcommittee would also like to honor a volunteer of the month on the website. The subcommittee will also contact five local newspapers and request that they list the volunteer opportunities for their city in their papers and, if that is successful, the subcommittee would like to expand that campaign to other areas of the state.

The subcommittee would like to see a life-skill segment in the social studies curriculum for middle and high school students. The subcommittee will write a letter to the State Board of Education to request their guidance on how to encourage older Virginians to become mentors and tutors within the schools.

Comments on the State Plan for Aging Services

Dr. Peterson reported that the State Plan for Aging Services is an application for federal funding through the Older Americans Act that is submitted every four years. It is not a plan for aging in Virginia. Part of developing the application for federal funding is a public comment period and Dr. Peterson asked if anyone had comments to submit.

- Ms. Debbie Fretts, Executive Director of SeniorNavigator, presented background information on SeniorNavigator. She expressed her appreciation on behalf of SeniorNavigator to VDA for their inclusion in the State Plan as a resource and member of the aging network in Virginia. Ms. Fretts explained that SeniorNavigator wants to continue to partner with the aging network and VDA and, as a not-for-profit organization, is always seeking funding opportunities.
- Mrs. Wood presented comments on behalf of the Arlington Commission on Aging. The Arlington Commission on Aging is concerned that the form VDA uses to collect information on Title III-E, care giving funding for the Administration on Aging (AoA), asks for both the caregiver’s and client’s social security number. The Commission on Aging believes this has a chilling affect on public education programs because the people come to learn about long-term care insurance or assistive devices and are surprised when this type of personal information is requested.

Both Mr. Catherman and Dr. Peterson stated that there must be a misinterpretation of use of the form. The form is not to be used with group meetings but only with one-on-one contacts with clients. The Social Security numbers provided during those contacts help to facilitate an unduplicated count of clients in the VDA database. Mrs. Wood asked that VDA clarify this point with all of the AAAs.

There was some discussion concerning the privacy of client data. Dr. Peterson noted that there are confidentiality rules that AAAs follow and that both VDA and the AAAs have been protecting confidentiality for as long as the aging network has been in place.

Mr. Catherman reported that the AoA had just opened up for public comment the National Aging Program Information System/State Program Performance Report (NAPIS/SPR) and the collection of that data. Comments will be received until August 1 and Mr. Catherman offered to send the information on to Council members.

Other Business

Mrs. Shirley Rogers reported that the Mountain Empire Older Citizens (MEOC) walk-a-thon had raised \$110,000 this year for energy assistance.

Report from the Department of Medical Assistance Services (DMAS)

Mrs. Diana Thorpe, Director of the Division of Long-Term Care and Quality Assurance for DMAS, provided Council members with the following update:

- Two waivers are being finalized for submission to the Center for Medicare and Medicaid Services (CMS). One is a model waiver that will include the services currently in the Elderly and Disabled waiver that adds some environmental modifications and home delivered meals. The second waiver is a research and demonstration waiver for chronic care conditions. This waiver will target clients with hypertension, congestive heart failure and diabetes by providing case management by a registered nurse in the client's home. Mrs. Thorpe noted that DMAS is hopeful for an October 1 implementation date for both waivers.
- DMAS is in the process of combining two waivers, the Elderly and Disabled waiver and the Consumer Directed Personal Attendant Services waiver.
- DMAS is amending the Consumer Directed Personal Attendant Services waiver, which allows the clients to hire their own attendant and not go through an agency. The waiver will allow adult children, guardians and spouses to manage care on behalf of a family member, if they have cognitive impairments.

Public Comments

Ms. Cathy Buck, a provider and geriatric nurse practitioner, shared several concerns with Council members. She explained that most people want to stay in their homes but there is a lack of personal care services available and the reimbursement rate for personal care assistants is too low. The second concern she shared with Council members was the plight of those who do not qualify for Medicaid but are too poor to hire a personal care assistant. In closing her comments she noted that it would be important to include nurse/practitioners as part of the educational process for Medicaid beneficiaries on the PDL.

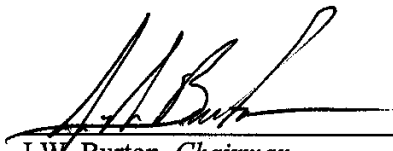
Mrs. Wiley thanked Mrs. Reid and the Council for the opportunity to show her photography. She noted that she hoped her photography would be a vehicle for social change. Mrs. Wiley thanked the Council for the opportunity of returning in September to present a possible media campaign that will target the younger generation and make them aware of the aging process.

Mr. Nelum asked if the AAAs all operate differently. Dr. Peterson noted that to a certain degree they do; however, the Older Americans Act encourages the boards of AAAs to develop services and programs to meet the unique needs of the people in their communities. Basic services offered by the AAAs are the same. Dr. Peterson explained that each AAA is required to operate within certain parameters. They each have to develop a local plan for aging services that is fairly prescriptive. Their plans are reviewed by VDA and they also have public comment sessions in their communities. Mr. Burton encouraged Council members to become familiar with and involved in their local AAA.

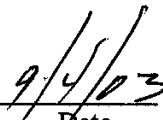
In reference to his earlier comments about the State Plan for Aging services, Mrs. Wood asked that Dr. Peterson follow up with the Council at a later date about a plan for aging for Virginia. Dr. Peterson responded that perhaps the Council might be interested in developing a blueprint for aging in Virginia around Secretary Woods' idea of aging friendly communities.

Mr. Burton reported that the next Council meeting would be held September 4, 2003.

There being no further business, the meeting was adjourned at 2:00 p.m.



J.W. Burton, *Chairman*
Commonwealth Council on Aging



Date

COMMONWEALTH of VIRGINIA

Department for the Aging

Jay W. DeBoer, J.D., Commissioner

MEMORANDUM

TO: Executive Directors
Area Agencies on Aging

AND: Nutrition Directors

FROM: Carol Cooper Driskill

DATE: September 9, 2003

SUBJECT: NSIP Eligible Meals & Title III-E Meals

The attached document *Administration on Aging Nutrition Services Incentive Program Frequently Asked Questions* (with recent revisions) is for your information. The Nutrition Services Incentive Program (NSIP) is intended to provide incentives to states for the effective delivery of nutritious meals to older adults. It's not a new program and has been authorized under the Older Americans Act (OAA) since 1978. The program was previously administered by United States Department of Agriculture (USDA), which provided cash and/or commodities to supplement meals provided under OAA's authority. In 2003, the program was transferred from USDA to the Administration on Aging (AoA) within the Department of Health and Human Services. The transfer did not result in any significant changes at the state or local level.

Please note question #21 regarding NSIP eligible meals provided to adults under age 60. The document was not designed to address all eligibility questions. As a result, spouses under age 60 are not discussed. As you know, spouses of any age are eligible to a meal as specified in the applicable VDA Service Standards.

Regarding eligibility of Title III-E National Family Caregiver Support Program meals, please see question #23. NSIP requirements for eligible meals have not changed - meals are for older individuals, OAA requirements must be met, programs cannot be "means tested," and the individual must be offered the opportunity to contribute to the meal.

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Home-delivered meals, as a supplemental service, served with Title III Part E funds may be counted as a NSIP eligible meal if the meal and the recipient meet the OAA Title III-C requirements as defined in the VDA Service Standards. The same applies to congregate meals that are provided under Title III-E National Family Caregiver Support Program.

If the caregiver is an adult who is under age 60 and is not the spouse of the care recipient, the meal served to the caregiver may be funded by Title III Part E, but is not eligible to be reported as an NSIP eligible home delivered or congregate meal. This interpretation differs than what was provided to some AAAs previously by VDA.

Please contact me at (804) 662-9319 or cdriskill@vdh.state.va.us with any questions, comments, or concerns.



ADMINISTRATION ON AGING NUTRITION SERVICES INCENTIVE PROGRAM FREQUENTLY ASKED QUESTIONS

1. What is AoA's new Nutrition Services Incentive Program?

The Nutrition Services Incentive Program (NSIP) is not a new program; it was authorized by Section 311 of the Older Americans Act (OAA) of 2000, as amended, and has been authorized in one form or another under the OAA since 1978. Until this year, the program was administered by the United States Department of Agriculture (USDA), which provided cash and/or commodities to supplement meals provided under the authority of the OAA. The Consolidated Appropriations Resolution, 2003, Public Law 108-7, amended the OAA to transfer the NSIP from the USDA to the Administration on Aging (AoA) within the Department of Health and Human Services (HHS).

2. Will there be any significant changes in the program as a result of its transfer to the AoA?

No. AoA will administer the program in compliance with the requirements of Section 311 of the OAA, which have remained unchanged.

3. What is the purpose of the NSIP?

The NSIP is intended to provide incentives to States and Tribes for the effective delivery of nutritious meals to older adults. The NSIP supplements funding for food used in meals served under the OAA.

4. What agencies may participate in NSIP?

State Units on Aging (SUAs) funded through Title III of the OAA and Indian Tribal Organizations (ITOs) who have an approved application through Title VI of the OAA may receive grants of cash from the AoA and/or commodities from the USDA.

5. What are the procedures for SUAs and ITOs to participate in NSIP?

Participation procedures are largely unchanged. In order to participate in NSIP, SUAs and ITOs are required to sign participation agreements, submit meal and financial reports promptly, and comply with the requirements of the OAA.

6. What community organizations are eligible to participate in NSIP?

Participation by community organizations is unchanged. If community organizations enter into a contract or grant agreement with their SUA or AAA to provide meals in compliance with Title III of the OAA, the community organization may receive NSIP funding from that entity. Under the OAA, some community organizations are not eligible to participate in NSIP. For example, privately funded meals on wheels programs that are not associated with a SUA or AAA, or assisted living facilities that do not provide meals to the general public and are not associated with a SUA or AAA, are not eligible to participate in NSIP.

7. How is funding determined?

Funding determination methods are unchanged from the 2000 OAA amendments. The NSIP cash or cash and commodity allocation to SUAs and ITOs is a proportional share of a Federal fiscal year appropriation. The allocation is based on the number of meals served by a single SUA or ITO in the previous year in proportion to the total number of meals served by all SUAs and ITOs that year. Meals counted for purposes of NSIP reporting are those that satisfy the requirements of Title III-C of the OAA. Throughout these questions these are referred to as OAA meals.

8. How is cash being distributed during the 2003 transitional year?

Under the continuing resolutions (CRs) of Federal Fiscal Year (FFY) 2003 that provided spending authority for the beginning of the FFY, the USDA provided SUAs and ITOs with two distributions of funds totaling about 39 percent of the available grant funds.

In April 2003, the AoA provided a third interim distribution that increased the distribution to approximately 75 percent of the available grant funds to SUAs and ITOs for FFY 2003.

Another allotment will be provided during the fourth quarter after the meal count data and AoA internal management procedures are finalized.

The AoA may provide a final allotment in August after adjustments, including adjustments for commodity usage.

9. How will cash be distributed for NSIP during FFY 2004 and later?

Once an appropriation is enacted, the AoA will distribute approximately 75% of NSIP appropriated funds in the first quarter using the allocation formula for the previous FFY. Another allotment will be made available in the third quarter, and will adjust the distribution to be based on the number of OAA meals that were reported as served in the prior FFY. The remainder of the allotment will be provided at the end of fourth quarter after adjustments.

10. What will happen to funding if there is a continuing resolution (CR)?

The AoA will distribute funds to SUAs and ITOs based on the CR limitations and the funds available at the time, as it does with its current funding under Titles III and VI.

11. Will SUAs and ITOs get the same amount of funding during the next fiscal year?

Funding to SUAs and ITOs is based on the total Federal appropriation for NSIP and the number of meals reported by SUAs and ITOs for the previous year. If total available funding and the number of meals served do not change significantly, funding will be approximately the same from year to year.

12. Are commodities still a part of the NSIP?

Yes, commodities are still an option under NSIP, and the USDA remains responsible for the distribution of commodities. Procedures for election and selection of commodities are in place and unchanged. For a list of foods offered by USDA for NSIP, please refer to the Food Distribution website at:

<http://www.fns.usda.gov/fdd/>

13. How must NSIP cash be distributed and used?

Requirements for the distribution and use of NSIP cash are unchanged.

Consistent with existing program requirements, SUAs and ITOs must establish policies and procedures for the appropriate disbursement and use of cash received from AoA. The OAA requires SUAs and ITOs to promptly and equitably disburse cash they receive to recipients of grants or contracts for nutrition projects under Title III and Title VI.

Consistent with existing requirements for this program, recipients of grants or contracts from the SUA or AAA may use NSIP cash to purchase United States (U.S.) agricultural commodities and other foods of U.S. origin for their nutrition projects. NSIP funds must be used to expand meal services to older adults.

14. Is match required for NSIP?

No, a SUA or ITO is not required to match these funds.

15. What are the remaining reporting requirements of NSIP during the 2003 transition year?

For 2003 only, the USDA is requiring the submission from SUAs and ITOs of an SF269a to account for the two distributions of funds that occurred during the CRs.

For 2003 only, the AoA is requiring the submission from SUAs and ITOs of an SF269a to account for the funds distributed only by the AoA. These funds will be reported as “obligated” when distributed to subgrantees and “liquidated” when the subgrantees report their expenditure.

16. SUAs ONLY: What are the requirements and deadlines for SUA reporting of meals to obtain NSIP funding for FFY 2004 and beyond?

Each year, the SUAs are to report the number of OAA meals served during the previous fiscal year by way of the State’s SPR (State Program Report) by January 31. Revisions to this submission will be accepted through March 1. For example, the deadline for reporting OAA meals served in FY 2003 is January 31, 2004, and revisions will be accepted through March 1, 2004.

17. ITOs ONLY: What are the requirements and deadlines for ITO reporting of meals to obtain NSIP funding for FFY 2004 and beyond?

For FY 2004, ITOs will be required to report the number of OAA meals served in 2002 by April 30, 2003.

18. What are the requirements and deadlines for the future submission of SF269s for SUAs and an ITOs?

AoA will require SUAs and ITOs to submit annual SF 269s on the same schedule as Title III and VI SF 269 reports. These funds will be reported as “obligated” when distributed to subgrantees and “liquidated” when the subgrantees report their expenditure. ~~SUAs or ITOs must complete a final SF269 90 days after the end of the period funding.~~ SUAs or ITOs must complete a final SF269 no later than when the final report for other Title III or Title VI funds awarded in that fiscal year are due (8/03 Revision)

19. Over what period of time may SUAs and ITOs expend NSIP funds?

The same rules apply to NSIP funds as apply to other funds allocated under Titles III and VI of the OAA, and they are unchanged. ~~SUAs have one year to draw down and obligate funds and two years to expend the funds. ITOs have one year to draw down, obligate and expend.~~ SUAs have one year to obligate funds and two years to expend the funds. ITOs have one year to obligate and expend. (8/03 Revision)

~~SUAs and ITOs may not carry over NSIP funds into the next funding period.~~ SUAs and ITOs must obligate all funds in the fiscal year in which they are awarded. (8/03 Revision)

20. What are the criteria for counting meals for NSIP funding purposes?

SUAs and ITOs should report the number of meals that meet the criteria of the OAA for meals programs (Title III-C). Meals served in accordance with the requirements of the OAA and its regulations would include those served:

- to an individual who is qualified to receive services under the OAA as defined in Title III or Title VI;
- to an individual who is **not means-tested** for participation;
- in compliance with the nutrition requirements of the OAA;
- by an eligible agency (has a grant or contract with a SUA or AAA) or a Title VI provider; and
- to an individual who is given an opportunity to contribute to the cost of service.

21. For NSIP funding purposes, can SUAs and ITOs include OAA meals provided to adults under age 60?

Yes. As indicated in Section 339, an AAA is to establish procedures that allow a nutrition project administrator the option to allow the participation of adults under age 60 who are:

- disabled adults, who reside at home with and accompany older adults, and
- volunteers, regardless of age, who assist in meal service during meal hours.

Such meals are to be included in the meal count for NSIP funding.

22. For NSIP funding purposes, should an SUA or ITO report meals served in means-tested programs they administer, such as Title XIX Medicaid Waiver Programs?

No, meals served in Title XIX Medicaid Waiver Programs or means-tested state funded home and community based programs cannot be included in counts used to determine NSIP funding.

23. Are home-delivered meals served under the Title III-Part E, the National Family Caregiver Support Program eligible to be counted for NSIP allocation on the SPR?

Home-delivered meals, as a supplemental service, served with Title III Part E funds may be counted as a NSIP eligible meal if the meal:

- meets the requirements of the OAA (Title III-C),
- is served by an agency that has a grant or contract with the SUA or AAA; and
- is served to an adult qualified for service under Title III of the OAA:
 - care recipients, who are age 60 or older;
 - caregivers, who are age 60 or older; or
 - caregivers, who are the spouse of the care recipient, regardless of age.

If the caregiver is an adult who is under age 60 and is not the spouse of the care recipient, the meal served to the caregiver may be funded by Part E, but is not eligible to be reported as an NSIP eligible meal.

24. Where can I find more complete information on the OAA Programs?

More complete data for Title III of the OAA may be found on the AoA website at <http://www.aoa.gov/prof/agingnet/NAPIS/SPR/spr.asp>

25. Who should I contact for more information about NSIP?

A SUA or ITO should contact their AoA regional office if they have questions about NSIP. A listing of the AoA regional offices may be found at http://www.aoa.gov/about/org/regional_support_center/org_regional_support_centers.asp

A community-based organization should contact their SUA if they have questions. A listing of the SUAs may be found at <http://www.aoa.gov/prof/agingnet/SUAs/suas.asp>

For information from the USDA regarding the commodity part of NSIP, a SUA, ITO or community-based organization should refer to the USDA regional offices found at <http://www.fns.usda.gov/fdd/contacts/fnsro-contacts.htm>.